



**King County**  
**FUNCTIONAL ANALYST II**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**FINANCIAL MANAGEMENT SECTION**  
**Hourly Salary Range: \$24.67 – \$31.27**  
**Job Announcement: 04LW4777**  
**OPEN: 12/27/04                      CLOSE: 1/10/05**

**WHO MAY APPLY:** This position is a career service position open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **[HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov)**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

**WORK LOCATION:** King County Administration Building, 500 Fourth Avenue, Seattle WA 98104

**WORK SCHEDULE:** This position is non-exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES:** This position provides analytical support to end-users of King County's Accounting and Resource Management System (ARMS). Individual works closely with programmer/analysts. Specific duties and responsibilities include:

- Monitor central financial information system operations.
- Plan and coordinate year-end processing for central financial information systems.
- Generate or review coding structure index updates.
- Identify, investigate, document and develop solutions for complex system problems.
- Create and implement new processes, procedures, and training in support of systems.
- Analyze and test proposed system interfaces, enhancements, and upgrades prior to implementation.
- Collaborate with programmers, customers and end users in prioritizing and rating requirements and needs according to their importance and urgency.
- Evaluate established organization structures, methods and procedures along with preparing recommendations for changes in organization structures, methods or practices.
- Communicate with stakeholders on system processes, applications, and modifications.
- Write and update training materials and guidelines on system changes, enhancements, or updates.
- Provide training and updates to customers on system changes and process improvements.
- Conduct user acceptance testing and parallel testing with end users; verify data integrity; and document test results.

**QUALIFICATIONS:**

- At least three years of increasingly responsible and independent analytical support experience in automated systems is required.
- Working knowledge of organizational business practices, work flow analysis, business systems design, and process re-engineering.
- Working knowledge of automated systems testing procedures, data conversion analyses, transaction processing, and troubleshooting.
- Knowledge of Generally Accepted Governmental Accounting Principles and Governmental Financial Reporting.
- Knowledge of Federal, State and local guidelines applicable to County operations.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Strong verbal and written communication.
- Skill in customer service and end user support.
- Skill in analysis and problem solving.
- Skill in developing effective recommendations on full range of issues involving the analysis of functional modules and automated systems.
- Demonstrated ability in decision-making and determining need to consult with others.
- Demonstrated ability in making presentations before groups and committees.
- Skill in interpreting instructional manuals, guidelines, and procedures.
- Skill in preparing user documentation and training materials.
- Proficient in the use of Microsoft Office.

***DESIRABLE QUALIFICATIONS:***

- A Bachelor's Degree in Business Administration or related field.
- Experience with ARMS Financial System transactions, coding structure and processes.

***SELECTION PROCESS:*** The applicants who meet the minimum qualifications and best demonstrate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews.

***JOB CODE: 733401***